



BOLESKINE COMMUNITY CARE

Employee Appraisal – Preparation Form (2026)

Registration No: SC044996

Registered Office: The Hub, Unit 2, Lower Foyers Industrial Estate, Foyers, Inverness IV2 6YB

Employee Details

Employee Name: _____

Job Title: _____

Appraisal Period: _____

Appraisal Date: _____

Purpose of This Form

This form is for you to reflect ahead of your appraisal meeting.

The appraisal is intended to be supportive and constructive. It is an opportunity to recognise achievements, discuss challenges and agree priorities for the year ahead.

Please return this form prior to your appraisal meeting.

1. Reflection on the Past Year

1.1 What are you most proud of during this appraisal period?

1.2 What has gone well in your role?



1.3 What has been challenging?

If any specific circumstances affected your work, please note them:

2. Workload & Support

2.1 How manageable has your workload felt overall?

- Very manageable
- Generally manageable
- Sometimes overwhelming
- Frequently overwhelming

Comments:

2.2 What support would help you going forward?

3. Development

3.1 Are there any skills or training you would like to develop?

4. Looking Ahead

4.1 What would you like to focus on over the next 6–12 months?

4.2 Is there anything else you would like discussed at your appraisal?


